



# Lost Lake Utility District

## Regular Meeting Minutes

404 Lake Court, Dixon IL at 7:00 PM

### March 21, 2023

**Trustees Present:** Cheri Kemp, Chair; Joe Bajko; Ray Ford; Anne Harms; Rick Reardon; Hal Warren

**Staff Present:** Beth Caudill, Office Manager; Chad Judd, Certified Operator; Julie Peters, Treasurer

**Absent:** Laura Lauzon

- I. **Call to Order, Welcome Rick Reardon, and Roll Call:** Cheri Kemp called the meeting to order at 7:00 pm and welcomed Rick Reardon as a new Trustee to the Board.
- II. **Pledge of Allegiance**
- III. **Approval of the Agenda:** Anne made a motion to approve the agenda, and Joe seconded the motion. The motion was approved by unanimous vote [03-21-23-1].
- IV. **Approval of the February 21, 2023 Regular Meeting Minutes:** Joe made a motion to approve the February 21, 2023 Regular Meeting Minutes and Hal seconded the motion. The motion was approved by unanimous vote [03-21-23-2].
- V. **Treasurer's Report:** Julie provided financial reports to the Board and read into the record the report for period ending February 28, 2023. Julie mentioned that our Ordinance requires a standing Finance Committee. Since a Budget Committee already exists, she recommended to the Board to change the committee's name to the Finance Committee. This will fulfill our Ordinance requirements. The Board agrees. Discussion regarding an increase in chemical costs resulted in the decision to separate account #4500 to reflect totals separately for chemicals and pipes/valves.

*Operating Account:* beginning balance \$87,147.13; receipts \$68,112.80; expenditures \$33,330.49; ending balance \$121,929.44. *Project Fund:* beginning balance \$3,507.89; receipts \$4.04; ending balance \$3,511.93. *Debt Service Bond Fund:* beginning balance \$122,264.57; receipts \$16,055.37; expenditures \$435.00; ending balance \$137,884.94. *Money Market Fund:* beginning balance \$71,708.49; receipts \$171.14; ending balance \$71,879.63. *Equipment Replacement Fund:* beginning balance \$13,469.25; receipts \$15.50; ending balance \$13,484.75. *IMRF Fund:* beginning balance \$5,267.67; receipts \$1,066.00; expenditures \$1,967.94; ending balance \$4,365.73.

Hal made a motion to accept the Treasurer's Report, and Ray seconded the motion. The motion was approved by unanimous roll-call vote [03-21-23-3].

- VI. **Office Manager's Report**
  - **Office Move:** Change of address notices were mailed to all vendors the end of February.
  - **Archive Storage:** All archived files have been moved to the POA office secured basement.
  - **Education:** Beth completed two webinars presented by the Illinois Attorney General's office on the topics of FOIA and OMA. Following are some key takeaways:
    - **FOIA (Freedom of Information Act):**
      - Business-related information on personal devices is subject to FOIA. States Attorney recommends that each public body implement a policy regarding business usage on personal devices.
      - FOIA request information must be posted on website stating how a person can request information and how to obtain a FOIA request form for your public body.
      - Response time is 5 business days from date FOIA request is received by the public body.
      - Legal communications and audits are exempt from FOIA.

- All appointed trustees must complete FOIA/OMA training within 90 days of appointment. Training Certificates must be on file with the public body.
  - **OMA (Open Meetings Act):**
    - A meeting agenda cannot be amended to include items requiring a vote. A meeting agenda can be amended to include discussion items. All voting items must be included on the posted agenda 48 hours prior to the meeting.
    - Public comment rules are recommended to have a 3-minute time limit. It is improper to require advance signup for a member to comment. All persons have the right to address public officials under the rules established by the public body.
- **Service Line Survey:** We have received 249 completed surveys out of 359 that were mailed. The EPA sent information yesterday to Chad containing the spreadsheet that must be completed. This will include historical data regarding dates that homes were built, when water lines were installed, and more. Chad and Beth will work together to complete the information prior to the April 15<sup>th</sup> deadline.
- **A/R Aging Accounts:** Our billing software, RVS, does not produce a standard Aging Report. As a result, the total amount past due was improperly reported at the last meeting. Correction from \$92,246.97 to \$43,358.10 as of January 21, 2023. The totals as of March 15, 2023 are \$8,218.20 1-30 days past due and \$42,627.79 31+ days past due, totaling \$50,845.99.
- **PSN (Payment Service Network):** PSN provides an option to process credit card payments for customers over the phone. Customers can call the office to make payment if they so choose. The LLUD logo has been uploaded to the payment site so that customers logging in to make payment can clearly see that they are making payment to Lost Lake Utility District.
- **LLUD Ordinance:** Our Ordinance has been updated and provided to Board Members. The updated Ordinance has also been uploaded to our website.

## VII. Old Business

- **Water System Update:** Our service truck is getting rusty to the point where toolboxes are falling through the truck. Chad recommends that we purchase a truck with a toolbox or a trailer (min. 22 foot) that will hold the tools. He does not have a workshop to store his tools. Hal and Chad will look into options to present to the Board at the next meeting.
- **WWTP Update:** Ammonia levels have been reduced by half. An extra transducer was not purchased, because of the uncertainty of exactly which type to purchase. The advance purchase of a transducer may not be the best option, since we are not able to gain the information needed to purchase the correct one.

## VII. New Business

- **Second Reading of Ordinance 01-2023 Water Rates**  
AN ORDINANCE CONCERNING THE AMENDMENT OF TITLE 2, CHAPTER V – WATER RATES – GENERAL, SECTION: 2-6-1 OF THE DISTRICT’S ADMINISTRATIVE ORDINANCE TO DEFINE WATER SERVICE CHARGES IN THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS  
Hal motioned to approve Ordinance 01-2023 Water Rates and Cheri seconded the motion. The motion was approved by unanimous roll-call vote [03-21-23-4]
- **Second Reading of Ordinance 02-2023 Wastewater Rates**  
AN ORDINANCE CONCERNING THE AMENDMENT OF TITLE 3 - WASTEWATER, CHAPTER 2, WASTEWATER SERVICE CHARGES, SECTION: 3-2-1 OF THE DISTRICT’S ADMINISTRATIVE ORDINANCE TO DEFINE WASTEWATER SERVICE CHARGES IN THE LOST LAKE UTILITY DISTRICT OF OGLE COUNTY, ILLINOIS  
Joe motioned to approve Ordinance 02-2023 Wastewater Rates and Rick seconded the motion. The motion was approved by unanimous roll-call vote [03-21-23-5]
- **Collection Policy:** Cheri recommends that a policy be put into place to put more teeth into our collections. She would like to ask our attorney questions regarding the possibility of reporting to credit bureaus and to clarify if a lien can be placed against a lot owner’s home outside our community. Hal suggests that she first contact Ogle County, then contact the attorney if needed.

- VIII. **Guest/Public Opinion:** A community member asked for clarification regarding reading of ordinances. Another community member asked about the possibility of creating LLUD emails for board members to reduce the impact of FOIA. Beth will look into LLUD email options.

**IX. Adjournment:** Joe made a motion to adjourn the meeting, and Cheri seconded the motion. The motion was approved by unanimous vote [03-21-23-5].

**The next Regular Meeting will be held on April 18, 2023 at 7:00 PM.**

#### **March 21, 2023 Motion List**

**03-21-23-1 Approval of the Agenda** Anne made a motion to approve the agenda, and Joe seconded the motion. The motion was approved by unanimous vote.

**03-21-23-2 Approval of the February 21, 2023 Regular Meeting Minutes:** Joe made a motion to approve the February 21, 2023 Regular Meeting Minutes and Hal seconded the motion. The motion was approved by unanimous vote.

**03-21-23-3 Treasurer's Report:** Hal made a motion to accept the Treasurer's Report, and Ray seconded the motion. The motion was approved by unanimous roll-call vote.

**03-21-23-4 Second Reading of Ordinance 01-2023 Water Rates:** Hal motioned to approve Ordinance 01-2023 Water Rates and Cheri seconded the motion. The motion was approved by unanimous roll-call vote.

**03-21-23-5 Adjournment:** Joe made a motion to adjourn the meeting, and Cheri seconded the motion. The motion was approved by unanimous vote.